

# EXPEDITED Plan Review

# Newsletter

Department of Public Works and Environmental Services

[www.co.fairfax.va.us/dpwes](http://www.co.fairfax.va.us/dpwes)

## Tax Map Numbers Cause Headache

Chapter 71 of the Code of the County of Fairfax, Virginia specifically addresses the *Expedited Building Plan Review Program*. Section 71-1-5, entitled *Procedures for expedited review*, provides all the specifics requirements that must be set forth in order for the County to expedite the plan through the building plan review process. Subsection (g) contains the Recommendation Statement and the identification of the project through the corresponding tax map number. As reported in the last newsletter, the Building Plan Review Division was going to insist that tax map numbers be completed for all expedited projects as is required by the law.

Finding the tax map number for projects has proven to be troublesome for many peer reviewers. Numerous plans have been rejected as a result of the tax map number being omitted from the Recommendation Statement. So to find out why the tax map number is required, notes from the drafting committee were reviewed. It was learned that many new building projects enter the permit process without an official address. So that the law has something "official" to provide as a location of the project, the tax map number was required to be used.

To make the administrative portion of reviewing a plan less burdensome, it has been determined that all tenant layout reviews will no longer require the tax map number to be included in the Recommendation Statement. However, all new construction, including additions, must include the tax map number.

To obtain a tax map number, go to the website below, input the address, click on the "Search" button, and the tax map number will be provided.

[www.co.fairfax.va.us/dta/re/propadd.asp](http://www.co.fairfax.va.us/dta/re/propadd.asp)

If there are any comments or concerns regarding the tax map number in the Recommendation Statement, please

contact Brian Foley at **703-324-1960** or [brian.foley@co.fairfax.va.us](mailto:brian.foley@co.fairfax.va.us).

## Satisfaction Survey

To help the Office of Building Code Services assess the *Expedited Building Plan Review Program*, a peer reviewer satisfaction survey has been included with this newsletter. Please complete the survey and fax it to the number on the survey.

The opinions of the program's reviewers and clients are important to providing better service to customers and to improving the program. So please let your opinions be known.

## White Space

When a designer's drawing sheets are so crowded that there is insufficient space to affix a Recommendation Statement, it is permissible to place it on the back of a sheet. When there is no other alternative but to place the statement on the back of a plan, please provide a note on the front of the title sheet notifying the plan review as to the Recommendation Statement's location.

## Energy Compliance

There appears to be some confusion with regard to energy compliance for tenant layouts. To end that confusion: the *Model Electrical Energy Compliance Form* is not required to be submitted for a tenant layout submission. This is also true for first time tenant layout submissions in a shell building. The form is only required to be completed for all new buildings and additions to existing building.

If there is still some confusion, please contact Roger O'Donoghue at **703-324-1645** or [rodono@co.fairfax.va.us](mailto:rodono@co.fairfax.va.us).

## Outside Air

Providing minimum ventilation rates, especially in business use buildings, continues to be one of the leading hurdles to obtaining County approval. Listed below are clarifications to the Building Plan Review Division's policy which, when followed, will help to improve the approval rate and guarantee code compliance.

1. Always ensure that the outside air percentage is included for tenant layout submissions. Even a single new office requires the peer reviewer and plan reviewer to verify that the space is provided with the minimum ventilation.
2. The minimum ventilation for any single office space is 20 cfm of outside air. For each additional 143 sf of office area, an additional occupant is assumed.
3. Occupant reductions for intermittent use may be allowed for conference rooms in business use as determined per ASHRAE 62-1989, Section 6.1.3.4, provided that:
  - a. A statement is included on the plan sheet which notes that the space will be occupied for maximum periods not exceeding 3 hours.
  - b. The occupant load is based on Table 404.3 of the IMC. Furniture plans will not be considered when designing for intermittent use. The ventilation rate shall be less than 0.5 cfm of outside air per square foot.
4. ASHRAE 62-1989 is an unreferenced standard. It is not part of the IMC.

Reductions in occupant load will not be allowed in spaces which do not have unoccupied recovery periods. Galleys, dining areas, training rooms, lunch rooms, and reception areas do not qualify for intermittent use.

5. The Common Ventilation System Formula may be used as an alternate method of design (IMC, Section 403.3.2). However, information must be supplied for all rooms and/or spaces in the heating zone, even if they are outside the tenant area being altered. A sample form is included in this newsletter which demonstrates the minimum information required for review. Additionally, the corrected fraction of outside air ("Y" value) shall be noted on the plan sheet to indicate the adjusted percentage or total cfm of outside air.

If you have any further questions regarding outside air, please contact Steve Slaght at **703-324-1645** or [steven.slaght@co.fairfax.va.us](mailto:steven.slaght@co.fairfax.va.us).

## Turnaround Times

The average turnaround times for expedited plans by the Building Plan Review Division between March 1, 2000 and November 1, 2000 are as follows:

### New Construction

Average days\* for 1st submission ..... 18  
Average days\* for corrections..... 8  
Average days\* for revisions..... 6

### Tenant Layouts

Average days\* for 1st submission ..... 5.5  
Average days\* for corrections..... 4.5  
Average days\* for revisions..... 3  
\* working days

For more detailed information, see the attached sheet.

## Structural Loads Revisited

The 1996 BOCA National Building Code, per Section 1603.0, requires that all construction documents contain pertinent information relative to the loading used in the structural design. That required

information is contained in Subsections 1603.2 through 1603.7. Below are a summary and explanation of those sections.

**1603.2 Floor live load:** The uniformly distributed floor live load utilized in the design shall be indicated for all floor areas (Section 1606.0). Live load reduction (Section 1608.0), if utilized, shall be indicated.

*This list of loads shall include all live loads in all areas and shall include provisions for partition and construction loads, if used.*

**1603.3 Roof live load:** The roof live load utilized in the design shall be indicated for all roof areas (Section 1609.0).

*The minimum roof live load shall be indicated in addition to the roof snow load, see below.*

**1603.4 Roof snow load:** The ground snow load ( $P_g$ ) shall be indicated (Section 1610.3). In areas where the ground snow load ( $P_g$ ) exceed 10 pounds per square foot (psf) (49 kg/m<sup>2</sup>), the following additional information shall also be provided, regardless of whether snow loads govern design of the roof:

1. Flat-roof snow load ( $P_f$ ) (Section 1610.4);
2. Snow exposure factor ( $C_e$ ) (Table 1610.4); and
3. Snow load importance factor ( $I$ ) (Table 1611.5).

*The ground snow load for Fairfax County is 30 psf per Section 61-1-3(8) of the Code of the County of Fairfax. Drifting snow provisions, if any, and location of affected roof areas, shall also be indicated.*

**1603.5 Wind load:** The following information related to wind loads shall be shown, regardless of whether wind loads govern the lateral design of the building:

1. Basic wind speed (mph) (Section 1611.3);
2. Wind load importance factor ( $I$ ) (Table 1611.5);
3. Wind exposure **C** if more than one wind exposure is utilized, the wind exposure and applicable wind direction shall be indicated (Section 1611.4); and
4. Wind design pressure ( $P$ ) **C** if more than one exposure is utilized,  $P$  for each exposure shall be indicated (Section 1611.7).

*The basic wind speed for Fairfax County is 80 mph.*

## Attachments

To help clarify the many attachments Fairfax County requires for plan submission, use the following check list as a guide. Please do not approve a plan submission until the required attachments are securely fastened to each set of drawings. All Fairfax County forms are available on the DPWES website at [www.co.fairfax.va.us/dpwes](http://www.co.fairfax.va.us/dpwes).

### **NEW BUILDINGS**

#### Required

- ☐ Building Information Form
- ☐ Accessibility Compliance Form (for additions to existing buildings only)
- ☐ Statement of Special Inspections
- ☐ BOCA Plan Review Records
- ☐ Plumbing Insert to Plumbing Plan Review Record
- ☐ Model Electrical Energy Compliance Form

#### If applicable

- ☐ Research or evaluation reports
- ☐ Structural Calculations (if required by peer reviewer or plan reviewer)
- ☐ Film Developing Questionnaire
- ☐ Industrial Wastewater Discharge Application
- ☐ Soils report
- ☐ Common Ventilation System Formula Sheet (included in this newsletter)

### **TENANT LAYOUTS**

#### Required

- ☐ Building Information Form
- ☐ Accessibility Compliance Form
- ☐ BOCA Plan Review Records

#### If applicable

- ☐ Research or evaluation reports
- ☐ Film Developing Questionnaire
- ☐ Common Ventilation System Formula Sheet

## New Peer Reviewers

Congratulations to the newest Peer Reviewers, **Michael McGreal** of Firedyne Engineering, and **Paul Tran** of GHT, Ltd.